

DD/A 75-0716

18 FEB 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Reports to the Director of OMB

1. This Agency has received the budget allowance letter from the Director of OMB. In this letter, dated 30 January 1975, he has levied requirements upon this Agency for certain reporting. In two instances, these reporting requirements impact directly upon the Office of Personnel and I ask that you take the lead in these matters. In a discussion of personnel costs, the Director of OMB notes:

"The President has asked your help in slowing the upward trend of personnel costs. You should give special attention to use every reasonable opportunity for eliminating or downgrading vacant positions, particularly those at the GS-16, GS-17, and GS-18 levels; insuring that promotions are fully justified; hiring college graduates wherever feasible at the GS-5 entry level; eliminating unnecessary organizational layering; training employees to do work more economically and better; and encouraging employee suggestions which lead to cost reductions. The creative efforts of your managers should be enlisted to find ways to meet the President's objective of reducing personnel costs. The results of your initial efforts should be reported to this office by May 15, 1975."

2. In preparing your response, you should fully utilize those actions which have been initiated or completed which would fit into the scope of the OMB request. For example, PMCD has completed recently a review of supergrade positions. The results of this review should be noted in your report, and you should remain alert to any additional savings that can be made at these levels. You may also wish to comment on the recent action taken with regard to the supergrade contract positions. We have had recent reorganizations which can also be cited in response to the OMB request.

3. Please have your report on this subject to me by 1 May 1975.

4. I know that you have already received a memorandum from the Chairman of the Civil Service Commission on the same subject with the same due date. You may wish to respond to that request by noting that you are responding directly to OMB.

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John F. Blake
Deputy Director
for
Administration

Approved For Release 2002/05/07 : CIA-RDP82-00357R000300040068-5

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Approved For Release 2002/05/07 : CIA-RDP82-00357R000300040068-5